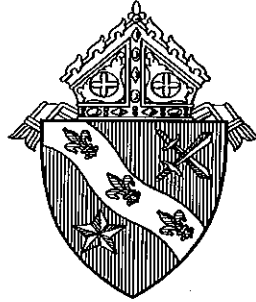


Date Received: _____



**DIOCESE OF DALLAS
CATHOLIC SCHOOLS OFFICE**
3725 BLACKBURN P. O. Box 190507
Dallas, Texas 75219
(214) 528 – 2360

APPLICATION FOR PROFESSIONAL EMPLOYMENT

PERSONAL DATA

<i>To remain active, application must be extended each six months by request</i>		Date of Application		Date Available
LAST NAME	FIRST NAME	M. I.	MAIDEN	SOCIAL SECURITY #
CURRENT ADDRESS		PERMANENT ADDRESS (If Different)		
Address: _____		Address: _____		
City: _____ State: _____ Zip Code: _____		City: _____ State: _____ Zip Code: _____		
Home Phone (____) _____		Home Phone (____) _____		
Work Phone (____) _____		Work Phone (____) _____		
Cell Phone: (____) _____		E-Mail: _____		

POSITION (S) FOR WHICH APPLICATION IS MADE: *(Check all that apply)*

<p align="center">ELEMENTARY</p> <input type="checkbox"/> Pre-K and Kindergarten <input type="checkbox"/> Primary Grades (1 – 3) <input type="checkbox"/> Intermediate Grades (4 – 5) <input type="checkbox"/> Special Education/Gifted	<p align="center">SECONDARY</p> <input type="checkbox"/> Middle School (6 – 8) <input type="checkbox"/> High School (9 - 12)	<p align="center">PREFERRED TEACHING AREA (Grade/Subject)</p> (1) _____ (2) _____ (3) _____ (4) _____
<p align="center">SUPPORT</p> <input type="checkbox"/> Librarian <input type="checkbox"/> Nurse <input type="checkbox"/> Counselor <input type="checkbox"/> Other _____		<p align="center">ADMINISTRATION (Other than Principal, specify)</p>
Religion: _____ Parish/Church _____ City _____ State _____		

EMPLOYMENT REFERENCES

List names of at least three references, two professional (including last employer) and one character reference.

Full Name of Reference		Position	ADDRESS		
			Street	City, State, Zip	Phone

OTHER WORK EXPERIENCE

Please list below all non-teaching positions held in the last ten years. Attach an addendum or resume if work history is extensive. Please list at least four positions, if applicable.

FROM		TO		Name and Mailing Address of Employer	Position or Nature of Work
Mo.	Yr.	Mo.	Yr.		

EXTRACURRICULAR ACTIVITIES

(Check any of the following activities which you are able to sponsor, coach or direct)

<input type="checkbox"/> Debate/Mock Trial	<input type="checkbox"/> Theatre	<input type="checkbox"/> Football	<input type="checkbox"/> Tennis	<input type="checkbox"/> Computer
<input type="checkbox"/> Academic Teams	<input type="checkbox"/> Choir	<input type="checkbox"/> Basketball	<input type="checkbox"/> Volleyball	<input type="checkbox"/> Bus Driver
<input type="checkbox"/> Honor Society	<input type="checkbox"/> Art	<input type="checkbox"/> Swimming/Diving	<input type="checkbox"/> Softball	<input type="checkbox"/> Foreign Languages <i>(Please Specify)</i> _____ _____ _____
<input type="checkbox"/> Photography	<input type="checkbox"/> Band	<input type="checkbox"/> Baseball	<input type="checkbox"/> Dance	
<input type="checkbox"/> Yearbook	<input type="checkbox"/> Orchestra	<input type="checkbox"/> Track/Field	<input type="checkbox"/> Cheerleaders	
<input type="checkbox"/> Newspaper	<input type="checkbox"/> Music	<input type="checkbox"/> Soccer	<input type="checkbox"/> Drill Team	
<input type="checkbox"/> Other Activities <i>(Please Specify)</i>				

In a brief, handwritten statement, tell why you are seeking a position in a Catholic school.

Why did you leave your last position or why do you wish to leave your present position? _____

Have you ever been asked to resign or have you ever been discharged for cause from any position, teaching or otherwise? Yes No If yes, please explain: _____

Have you ever been convicted of, pleaded guilty or no contest to, placed on probation for, given probation, given community supervision, or given deferred adjudication for a crime or are there now charges pending against you for any criminal offense? Yes No If yes, please explain: _____

Do you have any physical or mental disability which may impair your ability to perform the job for which you are applying? Yes No If yes, please explain _____

If yes, what reasonable accommodation (s) could be made to assist you with performing this job? _____

I hereby certify that the information provided in this application is true and accurate to the best of my knowledge. I understand that falsification of this record will be considered sufficient cause for disqualification or, if employed, immediate dismissal. Further, I authorize the Diocese of Dallas Catholic Schools Office to contact the references listed herein and to obtain any record of criminal history.

Signature of Applicant _____

Date _____

NOTICE TO APPLICANTS

Before an application will be considered complete, the following documents must be on file in the Catholic Schools Office, 3725 Blackburn, P. O. Box 190507, Dallas, Texas 75219

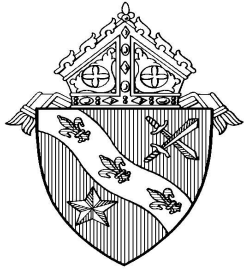
- (1) Completed application for professional employment
- (2) Photocopy, front and back (if needed) of teaching certificate
- (3) Official transcripts mailed directly from the educational institution to this office of all completed college and university coursework
- (4) Copy of teacher service record, if applicable
- (5) Complete information for three references and/or letters of reference
- (6) A cleared criminal background report.

In cases where the teacher certificate has not yet been processed, a letter from your college or university certification officer is required, specifying designated learning fields and certifying completion of all requirements. Degrees must be from colleges and universities accredited by one of the six regional accreditation organizations recognized by the U.S. Department of Education.

This application and the documents submitted herewith shall become the property of the Diocese of Dallas Catholic Schools Office, and the director shall reserve the right to accept or reject them. Any information submitted with or in support of this application may be revealed to any persons who may participate in the selection of employees.

This application will be placed on file and considered if and when vacancies occur in an appropriate field. Your application will remain on active status for six (6) months from the date of receipt and inactive for an additional six months. It may be extended for an additional six months upon request. All unextended applications and documents will be destroyed at the end of one year from receipt.

Revised 3/2004



ROMAN CATHOLIC
Diocese
of
Dallas

GENERAL INFORMATION FOR APPLICANTS

Thank you for your interest in a position with the Diocese of Dallas Catholic Schools. The following information will assist us in processing your application quickly and effectively.

I. APPLICATION

A. Application forms are sent to all who request them. The issuance of an application does not imply that there is a vacancy or that the applicant is under consideration for immediate appointment.

B. The application becomes the property of the Diocese of Dallas Catholic Schools Office, which reserves the right to accept or reject it. Submission of an application authorizes the Diocese of Dallas Catholic Schools Office to contact the references listed on the application and to obtain any criminal history record or background information relevant to the application for employment.

C. The application should be filled out accurately and completely. Please DO NOT indicate "See Resume" when filling out application.

D. Your application will remain active for six months. A personal request is required if you wish to have your application extended for an additional six months. Application materials will be retained inactive for an additional six months before being destroyed.

E. Confidential inquiry will be made of your listed references by the hiring principal. If you do not wish your present employer contacted at this time, please indicate so. Your present employer will be contacted before employment.

II. EMPLOYMENT

The recruitment and selection process gives prominence to the unique Christian dimension of the Catholic educational program. The values and beliefs of the individual are a major consideration in selecting from the eligible candidates.

**Catholic Schools
Office**

3725 Blackburn Street
P. O. Box 190507
Dallas, TX 75219
FAX: (214) 522-1753
Phone: (214) 528-2360

A. Interviewing and Hiring

After careful review and evaluation of the application materials, the applicant's information will be made available to the principals at all diocesan affiliated schools. Contacts and interviews will be made by the interested principal. All contract offers will be made by the hiring principal.

B. Basis of Employment

The employment of any person in any position shall depend solely upon his/her comparative fitness to serve the schools. The date of filing applications, place or residence, race, sex, and the applicant's personal needs or interest are not considered as qualifications for, or as claim to, employment.

C. Release From Other Contracts

It is a matter of integrity that all applicants must be free to accept employment with the Diocese of Dallas School System and that an honorable release from any previous employment contract is understood.

III. SALARY

A. The minimum starting salary for a first year teacher in the Diocese of Dallas School System is \$31,169 for the 2008-2009 school year.

B. All salary arrangements are made at the local campus with the school principal.

IV. PROFESSIONAL CREDENTIALS

A. All applicants must have a minimum Bachelor's Degree and 12 hours in designated teacher courses from a nationally recognized college or university, accredited by one of the six regional accreditation organizations recognized by the United States Department of Education.

B. Applicants for Middle School (6-8) also must have 18 hours in their primary teaching assignment. Applicants for High School must have 24 hours in their primary teaching subject. Both require 12 hours in any secondary teaching assignment.

V. INSURANCE

A. The Diocese of Dallas provides premium paid medical and dental coverage and a prescription service for all full-time employees of the diocese.

B. Dependent coverage is offered at the employee's expense.

C. A 403b retirement plan is in place for all full time employees.

Available teaching positions may be found on the Catholic Schools Office web site